

**Posting Your Issuance Package to the Directives Division Portal**  
*A Checklist for OSD Component Action Officers and Focal Points*

| DoD Issuance Stage   | What You'll Send                                   | What Your Documents Need to Have  | Mark <input checked="" type="checkbox"/> |
|--|--|---|--|
| <b>Precoordination Review</b>  | <b>DD 106</b>                                      | Internally coordinated  | <input type="checkbox"/>                 |
|  |  | Unsigned but all blocks completed   | <input type="checkbox"/>                 |
|  |  | Correct coordinators and levels marked  | <input type="checkbox"/>                 |
|  | <b>DoD Issuance</b>                                | Correct (current) template  | <input type="checkbox"/>                 |
|  |  | Updated Table of Contents   | <input type="checkbox"/>                 |
|  |  | Purpose statement identifies the Component charter and any authorizing references                         | <input type="checkbox"/>                 |
|  |  | Contains clear and concise Policy statements  | <input type="checkbox"/>                 |
|  |  | List the Responsibilities in the correct format and order, in accordance with the DoD Issuances Standards | <input type="checkbox"/>                 |
|  |  | All References are used in the issuance and listed alphabetically in the Reference list                   | <input type="checkbox"/>                 |
|  |  | All acronyms are established (at least 3 times) and listed in the Glossary                                | <input type="checkbox"/>                 |
| Checked the <i>Special Considerations Checklist</i> and taken appropriate action |  | <input type="checkbox"/>  |  |
| <b>LOR/Formal Coordination</b>   | <b>DD 106</b>                                      | Correct coordinators and levels marked  | <input type="checkbox"/>                 |
|  |  | Correct version supplied (post precoordination review)  | <input type="checkbox"/>                 |
|  |  | (Formal coord only) Signed by approved authority  | <input type="checkbox"/>                 |
|  | <b>DoD Issuance</b>                                | Correct version supplied (post precoordination review)  | <input type="checkbox"/>                 |
|  |  | Updated Table of Contents   | <input type="checkbox"/>                 |
|  |  | References checked for correctness/currency   | <input type="checkbox"/>                 |
|  | <b>DD 818 (Blank)</b>                              | Correct issuance type/title in subject line, table header   | <input type="checkbox"/>                 |
| <b>Presignature Review</b>   | <b>Exec Summary (Directives)</b>                   | Correct and current template  | <input type="checkbox"/>                 |
|  |  | Changes clearly and briefly described   | <input type="checkbox"/>                 |
|  | <b>Action Memo</b>                                 | Correct and current template  | <input type="checkbox"/>                 |
|  |  | Address timeliness and reasons for nonconcur  | <input type="checkbox"/>                 |
|  | <b>List of Coordinating Officials</b>              | All primary coordinators coordinated  | <input type="checkbox"/>                 |
|  |  | All coordinators are authorized   | <input type="checkbox"/>                 |
|  | <b>DD 818-1</b>                                    | All comments from coordinators included in matrix   | <input type="checkbox"/>                 |
|  |  | List comments in the order they appear in the issuance (not by coordinator)                               | <input type="checkbox"/>                 |
|  |  | Provide justifications for rejected or partially accepted comments  | <input type="checkbox"/>                 |
| <b>DoD</b>   | Issuance matches the adjudications in the DD 818-1 | <input type="checkbox"/>  |  |

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| <b>DoD Issuance Stage</b>       | <b>What You'll Send</b>   | <b>What Your Documents Need to Have</b>   | <b>Mark <input checked="" type="checkbox"/></b> |
|---------------------------------|---|---|---|
|                                 | <b>Issuance</b>   | Updated Table of Contents   | <input type="checkbox"/>                        |
|                                 |   | All references used in the issuance and listed alphabetically in the Reference list | <input type="checkbox"/>                        |
|                                 |   | All acronyms are established (at least 3 times) and listed in the Glossary          | <input type="checkbox"/>                        |
|                                 |   | All headers/footers, page numbers, and paragraph identifiers are correct            | <input type="checkbox"/>                        |
|                                 |   | Formatted for publication   | <input type="checkbox"/>                        |
| <b>Legal Sufficiency Review</b> | <b>Exec Summary (Directives)</b>  | Correct version supplied (post presignature review)                                 | <input type="checkbox"/>                        |
|                                 | <b>Action Memo</b>  |   |   |
|                                 | <b>List of Coordinating Officials</b>   |   |   |
|                                 | <b>DD 818-1</b>   |   |   |
|                                 | <b>DoD Issuance</b>   |   |   |
| <b>Publication*</b>             | <b>DOPSR Clearance</b>  | Defense Office of Prepublication and Security Review cleared unclassified issuance  | <input type="checkbox"/>                        |
|                                 |   | Copy of clearance sent to Directives Division                                       | <input type="checkbox"/>                        |
|                                 | <b>Action Memo</b>  | Any unresolved coordination issues addressed  | <input type="checkbox"/>                        |
|                                 |   | Primary signature authority initialed publication approval                          | <input type="checkbox"/>                        |
|                                 | <b>List of Coordinating Officials</b>   | Correct version supplied  | <input type="checkbox"/>                        |
|                                 | <b>DD 818-1</b>   | Correct version supplied  | <input type="checkbox"/>                        |
|                                 | <b>DoD Issuance</b>   | Any mandatory OGC changes made  | <input type="checkbox"/>                        |
|                                 |   | Table of Contents updated   | <input type="checkbox"/>                        |
|                                 |   | References current/correct  | <input type="checkbox"/>                        |
|                                 | <p><i>*If the issuance is approved by your Component head, send the complete hard copy package to Directives, but we only need the electrons for the issuance.</i></p> <p><i>If the issuance is going to be approved by the Deputy Secretary or Secretary of Defense, we need all the current electrons as well as the hard copy.</i></p> |   |   |